
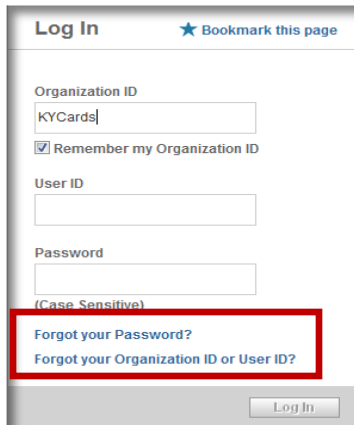


Logging On

- 1) Before you log in for the first time, you will receive an organization id, user id and a temporary password. If you do not have this information, contact your Program Administrator.
- 2) Using your internet browser, go to the following address:
www.paymentnet.ipmorgan.com
- 3) Enter the following on the PaymentNet Login Screen:
Organization ID: KYCards
User ID: Employee ID
Password: Password
- 4) Click .



If you cannot remember your Organization Id, User Id or Password you can request this information by clicking on the link directly below the login information.

Logging On Cont.

- 5) You will be required to change your pass phrase the first time you log on.
- 6) Enter your new password.
- 7) Confirm your new password.
- 8) Click **Next** button.
- 9) Respond to all five security questions that display.
- 10) Click Save.

Logging On from an Unregistered Computer

If you log in from an unregistered computer, you are directed through a quick process to verify your identity and the option to register your computer to your user ID.

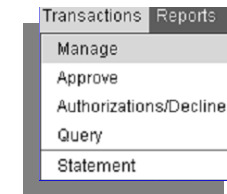
- 1) After you enter the organization id, user id, and password it will display the Register Computer Screen.
- 2) Click the **get access code** link
- 3) Wait a few minutes and then check the email address associated with your profile to get your code.
- 4) Enter the **access code** provided in the email.
- 5) Enter your password.
- 6) Select Next.

View Transactions

From the right hand side of the welcome screen click on **Transactions for Review** under the Items Awaiting Your Action. This will take you directly to transactions that have not been reviewed.



- 1) You can also view transactions from the main menu, choose **Transactions> Manage**.



- 2) This will take you to the **Transaction List**, displaying all of your transactions for the last 30 days.

To view transactions older than 30 days, run an **Advanced Query for Transactions** (see Side Two).

Review Transactions

- 1) Select **Transactions > Manage**.
- 2) On the **Transaction List**, click on the transaction you want to review.
- 3) Enter the Purpose and Desc. for each transaction. (This is a required field and must be entered in order to review and save.)

Transaction Custom Fields	
* Purpose and Desc	<input type="text"/>

- 4) Select the **Reviewed** checkbox on the **Transaction Detail: General Information** tab.

Approval	Status	New
Reviewed	<input checked="" type="checkbox"/>	
Approval 1	<input type="checkbox"/>	

- 5) Click **Save**.

Advanced Query for Transactions

- 1) From the main menu, choose **Transactions > Query**.
- 2) **Field:** You can select **Post Date** or **Transaction Date** from the drop-down list.
- 3) **Operation:** Select the criteria to measure the field value. The operations that display vary based on the selected Field.
- 4) **Value:** Enter or select the value in the appropriate boxes. Dates should be in MM/DD/YYYY.
- 5) To add additional rows of criteria, click the **+** button. To delete a row of data, click the **[-]** button.
- 6) Click **Process** to run the query. Query results display on the **Transaction List** screen.

Save a Query

- 1) Run a query as described above.
- 2) Click the **Save Query** link located next to the default query drop-down list.

(New Query)	Save Query
TransactionID	Reviewed App

- 3) Enter the name your want for this query in the text field.
- 4) Click Save.

Viewing and Printing a Statement

- 1) Select **Transactions > Statement**.
- 2) If you have more than one account number, use the **Account Number** drop-down to view other statements.
- 3) Select a date from the **Billing Date** drop-down list.
- 4) Click **Download Statement**.

Download Statement	
Account Number	40000000000000000000
Billing Date	05/11/2012
Due Date	06/05/2012
Statement Amount	\$15,870.46 (Pay)
Account Name	TEST SMITH
Credit Limit	\$10,000.00
Available Credit	\$0.00
Cash Limit	\$0.00
Cash Available	\$700.00

Post Date	Tran Date	Reference	Description	City	State/Prov	ME
04-16-2012	04-16-2012	20000000000000000000000000	CON			3061
04-16-2012	04-13-2012	20000000000000000000000000	SHOIL		TX	5542
04-16-2012	04-13-2012	20000000000000000000000000	HODAY			3501
04-16-2012	04-16-2012	20000000000000000000000000	FED			7338
04-16-2012	04-16-2012	20000000000000000000000000	RENT-A-CAR			3387
04-16-2012	04-13-2012	20000000000000000000000000	HR			7361
04-16-2012	04-13-2012	20000000000000000000000000	HWAI			3060
04-16-2012	04-13-2012	20000000000000000000000000	CALL	UN	UN	4814

- 5) After the Adobe PDF file opens, save or print the statement.

PaymentNet Support

You can find answers to most of your questions by using PaymentNet online help. Access online help by clicking Help at the top of any screen in PaymentNet.

If you need further assistance, please contact your Program Administrator.

PaymentNet™

Cardholder Quick Reference Card